

CURRENT FEDERAL EMPLOYEE INCENTIVES

Name (Last, First, MI)		Position Title, Series, Grade
Current Location	Proposed Location	Tentative Reporting Date

RECOMMENDATION AND APPROVAL OF (Check appropriate box and attach to Certificate or Personnel Action):

- | | |
|---|--|
| <input type="checkbox"/> Relocation Bonus (Complete Section A) | <input type="checkbox"/> Student Loan Repayment (Complete Section D) |
| <input type="checkbox"/> Relocation Expenses - Justification (Complete Section B) | <input type="checkbox"/> Advance in Pay (Complete Section E) |
| <input type="checkbox"/> Retention Allowance (Complete Section C) | |

Section A. Relocation Bonus (Up to 25 percent of base salary)

_____ % of salary equivalent to \$ _____

Recommended Amount \$ _____

If Section A is completed, attach the following documents to this form:

- ! Service Agreement signed by employee.
- ! Justification stating (1) the reason which outlines the difficulty experienced in filling the position, and (2) the rationale for the amount proposed.

Section B. Relocation Travel and Transportation Expenses Justification (Attach Service Agreement signed by employee.)

- | | |
|--|---|
| <input type="checkbox"/> Action initiated by Agency management | <input type="checkbox"/> Selectee possesses unique competencies directly related to the position being filled as determined by management (attach written justification). |
| <input type="checkbox"/> Reduction in force action | |

Section C. Retention Allowance (May be paid up to 25 percent of base salary; must be recertified annually.)

☐ Initial Request _____ of salary equivalent to \$ _____

☐ Recertification: _____
Year

☐ Termination: _____
Date Effective

If Section C is completed, attach a justification to this form stating:

- ! Unique qualifications of the employee or a special need of the Agency exists.
- ! Employee is likely to leave the Federal Government in the absence of an allowance.
- ! Extent to which the employee's departure would affect the Agency.

Section D. Student Loan Repayment (Attach written justification and signed Service Agreement (REE-12B))

- ☐ Amount Offered _____ (not to exceed \$10,000 per calendar year or \$60,000 per career)
- ☐ Verify Federally Insured Loan to Repay
- Payment Options: ☐ Lump Sum Payment
☐ Interval Payments

Section E. Advance in Pay (Attach Repayment Agreement)

- ☐ Domestic Assignment
- ☐ Overseas Assignment (See Definition in P&P)

Recommendation and Approval Information

Name and Title (Recommending Official)	Signature	Date
Name and Title (Second Level Supervisor)	Signature	Date
Name and Title (Budget and Fiscal Officer)	Signature	Date
Name and Title (Area Director/HQ Staff Office/Division Director)	Signature	Date